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Mrs K Law – Head of School

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Monday 9th November 2020

Accessing your child's home learning

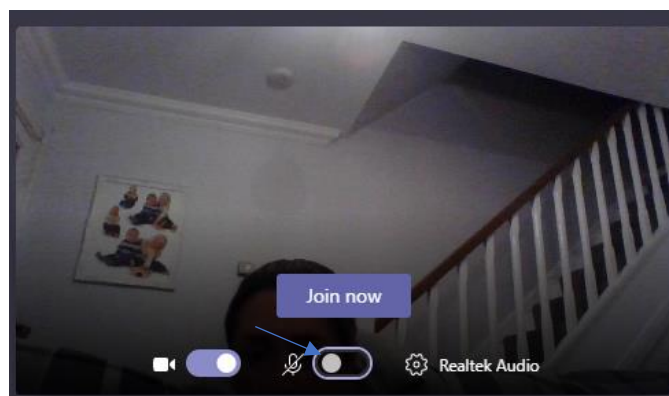
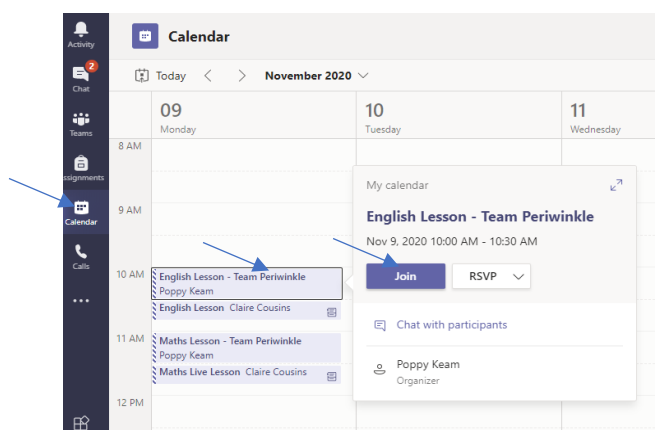
Dear parents/carers of Team Sapphire,

Our home learning will be delivered for this period away from school via the Teams portal.

There will be a short live English session at 10:30am and a live Maths session at 11:30am. These sessions are recorded and posted on Teams, so you will be able to access them at any time throughout the day. Each day an English, Maths and Wider curriculum task will be set. The tasks can be completed on your child's Teams account, where Mrs Cousins can view them and provide feedback.

Below are steps outlining how to access your child's learning:

- Log on to your child's Microsoft Office 365 account. Their user name and password can be found on your MCAS app. For a guide to how to find your login details please see the end of this letter.
- Click on Microsoft Teams.
- In order to watch a live lesson, click on the **calendar tab** on the left hand side of Teams. Here you will see the scheduled live sessions. Click on the **one about to take place** and hit **'Join'**. Please ensure you **microphone is switched off** otherwise the background noise can be distracting.

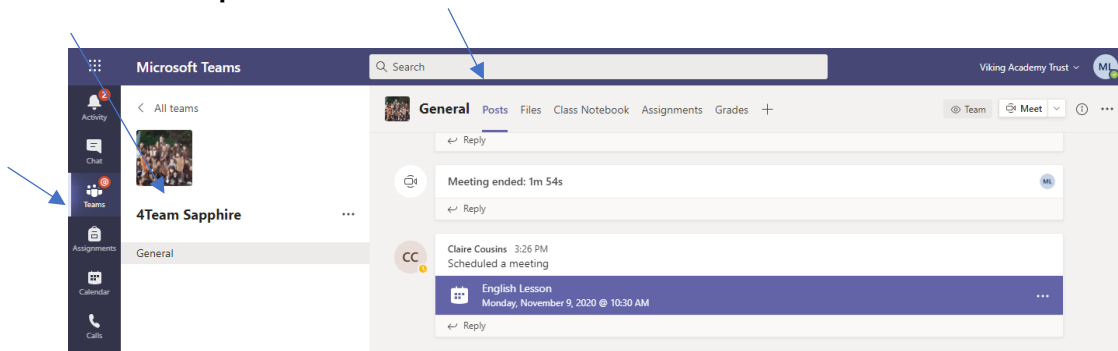


'One Childhood One Chance'

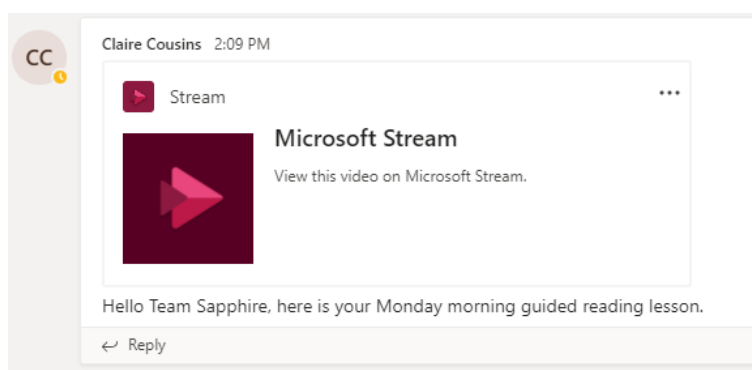
Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by **Viking Academy Trust** which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- If you are not able to watch live and want to watch a lesson that has previously taken place, you need to log in to Teams, click on the button that says '**Teams**' on the left hand side, go onto **4Team Sapphire** and click on the '**posts**' button.

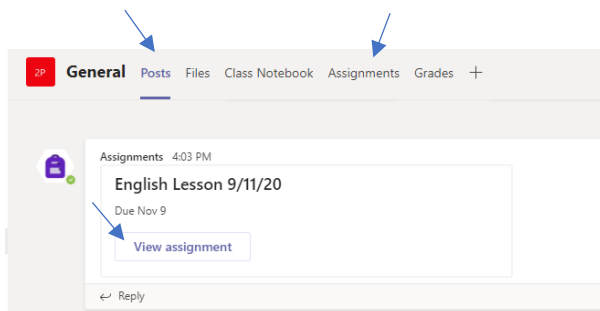


All recorded lessons will be listed here. A previously recorded lesson will look like this:



Simply click on the stream button to watch the recorded lesson.

- The tasks to be completed can also be found under the 'posts' tab or 'assignments' tab in '4Team Sapphire'. Simply click on the button that says 'view assignment'.



The children's task will come up on the screen. For most tasks the pupils will be able to complete this directly on the computer; as they complete the task it saves automatically. Mrs Cousins will then access the task and provide feedback.

- In order to view the feedback, you simply click on the 'assignments' button. Here you can see all the work that has been set. If you click on your completed piece of work, Mrs Cousin's feedback comment will appear on the right hand side.

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- For those tasks with a handwritten element, you can either print out the task sheet or simply hand write the task onto paper at home. If you wish, you can then e-mail your handwritten tasks to Mrs Cousin's for feedback by attaching a photo.

If you have any problems accessing or completing your learning please contact Mrs Cousins (claire.cousins@chiltonprimary.co.uk) or Mr Lamprell (m.lamprell@chiltonprimary.co.uk).

Please do contact if you have any questions/queries – we are here to support you and your child.

Kind regards,

Mr Lamprell

(Assistant Head of School)

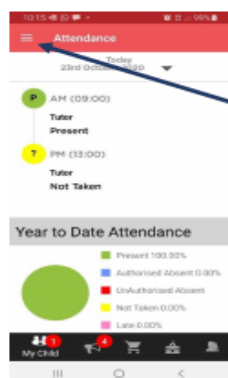
Accessing your child's Microsoft 365 account via the MCAS app or online at www.mychildatschool.com :

The school's ID for MCAS is 11453 should this be required.

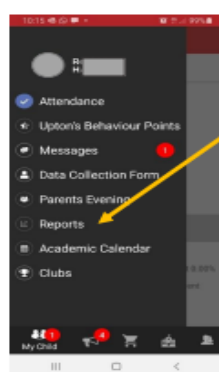
Alternatively, click on the link to see further information on using Teams to access remote learning:

<https://www.vikingacademytrust.com/page/?title=Microsoft+Office+365&pid=68&action=saved>

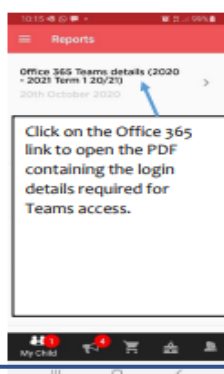
Accessing Reports Section of MCAS (MyChildatSchool)



Open the MCAS app and tap the menu button



Tap or click on the 'Reports' tab.



Click on the Office 365 link to open the PDF containing the login details required for Teams access.

If you do not already have the app downloaded we would highly recommend you download this to your device using the information included in the email.

You are also able to access the information using the website www.mychildatschool.com

If you require help please contact the school office.